

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 20, 1989

ALL-COUNTY LETTER NO. 89-27

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS

SUBJECT: GAIN 25 QUESTIONS AND ANSWERS

REFERENCE: ACIN I-67-88 AND ACL 88-97

Attached is a set of questions that have been asked by counties with respect to the revised Greater Avenues for Independence (GAIN) Monthly Activity Report, Form GAIN 25 (7/88), along with our Department's responses. These questions were asked by counties during the recent question and answer training sessions.

As was pointed out during these training sessions, the GAIN 25 report is intended to capture data that accurately reflects program activities in the counties. However, systems in the counties vary and because we need consistent data at the state level, some generalized definitions had to be made for reporting purposes. Additionally, as in all programs, because there are some differences between program definitions and statistical definitions, these instructions should be used for reporting only.

The order of the questions and answers are from Section A through G of the report. However, it is important to read through all of the sections as the caseload flow can move through several sections from one reportable action.

A revised set of GAIN 25 instructions is being developed that covers issues discussed in this memo. If there are any questions concerning the GAIN 25 report and instructions, please contact Mr. Kip Steely of the Statistical Services Section at (916) 445-1926. If you have policy or program questions, please contact your GAIN and Employment Services Operations Analyst at (916) 324-6962.

A handwritten signature in dark ink, appearing to read "D. J. Boyle", is written over the typed name.

DENNIS J. BOYLE
Deputy Director

cc: CWDA

Attachment

GREATER AVENUES FOR INDEPENDENCE (GAIN)
QUESTIONS AND ANSWERS TRAINING SESSIONS
FOR THE GAIN 25 REPORT
1988 - 1989

Section A

1. Question:

We counted the number of registrants on hand and discovered that we had fewer registrants than reported on Section A, Item 1 of the GAIN 25. How do we report this?

Answer:

Show the revised figures in Section A, Item 1 of the GAIN 25 and note that the revision is due to an "Inventory Adjustment". Please show the difference (plus or minus) in the upper right corner of the data cell. No further explanation is needed. Do not show inventory adjustments on Line A6 of the GAIN 25.

2. Question:

How do we report a registrant who is deferred (excluded) from participation in GAIN due to funding shortfalls (e.g., AB1819)?

Answer:

Funding-related exclusions will be registered for GAIN, but will not receive GAIN paid services. Report them as a GAIN registrant in Section A of the GAIN 25, and also in Section E, Line 2, "Funding-related Exclusions". Registrants who are funding-related exclusions will not be reported in orientation (Section B, Line 1) as GAIN will not be paying for any services for them.

3. Question:

When is a person a new registrant or a reregistrant?

Answer:

In order to ensure unduplicated reporting of new registrants by State Fiscal Year (SFY), an individual is defined as a new registrant when registered for GAIN the first time during the current SFY. An individual is defined as a reregistrant if previously a GAIN registrant within the current SFY. Thus, an individual who went off GAIN on June 15, the prior SFY, and came back on GAIN on July 15, during the current SFY, would be shown as a new registrant for statistical reporting purposes. And an individual who went off GAIN on July 31, the current SFY, and came back on GAIN on August 15, the current SFY, would be reported as a reregistrant on the GAIN 25.

4. Question:

What if a GAIN registrant is an outgoing transfer to another county? How do we report them?

Answer:

We are not tracking registrants between counties. Show them as a deregistrant. The next county will report them as a new registrant.

5. Question:

What if the CA-7 is late and we show the Aid for Families with Dependent Children (AFDC) recipient as off aid (for the first few days of the month) and then the recipient got the CA-7 into us a few days late? Do we show the recipient as deregistered on the GAIN 25?

Answer:

Do not report the registrant as deregistered because the CA-7 is late unless AFDC is discontinued and not retroactively restored. The recipient would be deregistered only if he/she must reapply for AFDC because aid has been discontinued for at least one day.

6. Question:

When are sanctions to be reported in Section A, Line 7?

Answer:

For mandatory registrants, report the number of registrants for whom the sanction (i.e., the AFDC grant has been reduced or discontinued because of failure to participate in GAIN) has been verified. This data should be obtained from your fiscal records to ensure that only those registrants for whom the sanction has been applied are counted here. Many of those registrants who are referred for sanction may be in the appeal process (sanction not yet applied) or for some other reason, the AFDC grant discontinuance has not occurred. For that reason, a referral for sanction is not to be reported.

For voluntary registrants, report the number of registrants who have been deregistered from GAIN due to failure to participate without good cause.

Sections B, C, D

1. Question:

ACL 88-97, GAIN 25 Instructions, page 4, Section D is unclear in the method used to count No-Show Incidents. When can we count a No-Show Incident?

Answer:

A No-Show Incident occurs when a registrant has a specific referral to a component (e.g., Job Club, Supervised Job Search, etc.) and does not show up in time to take the class or participate in the session, and has not contacted the GAIN worker prior to the component's start time to request rescheduling.

A No-Show Incident is to be counted each time the registrant fails to attend a component.

2. Question:

When the registrant fails to come to an appointment in the GAIN office to sign a contract, can this be counted as a No-Show Incident?

Answer:

No. A No-Show Incident can be counted only when the registrant fails to attend a component such as Job Club, ESL, etc. The No-Show Incident count is tied to the attended columns (columns 2 and 4) in Sections B and C. Office appointments (e.g., to discuss a contract with the GAIN worker, etc.) cannot be used as a basis to report No-Show Incidents. This would distort the data on No-Show rates that the State is trying to capture.

3. Question:

When a registrant shows up too late to be accepted into a component, should an attended count be reported?

Answer:

No. When they show up too late to attend the component, report them as a No-Show Incident in Section D. They must show up in time to take the class or participate in the session in order to count them as attended.

4. Question:

The instructions indicate that the Referred/Attended counts are persons counts, not incident counts. What do we do when a GAIN registrant was referred to a component and is then reported in Section E, Lines 1, 3 or 4? Do we have to track that registrant when they come back to the same component in Section C at a later date so that we do not duplicate the referred count?

Answer:

The registrant is to be counted as referred a second time only when a new Referred/Attended cycle occurs. A new Referred/Attended cycle begins only when the registrant enters into a new contract with the county, regardless of the component/activity. For example, a registrant is

referred to a component but is subsequently deferred or placed in either conciliation or money management. When the registrant returns to that same component and a new contract has been signed, a new Referred/Attended cycle begins; if participation in the component continues under the old contract, a new cycle has not begun.

5. Question:

What if they attend Job Club for five days and stop attending for good cause and then start attending Job Club at a later date? Can we report a new Referred/Attended cycle?

Answer:

A new Referred/Attended cycle can begin only if the registrant signs a new contract. If participation in the component continues under the old contract, a new cycle has not begun.

6. Question:

What does Section C, Line 13 include?

Answer:

Section C, Line 13 "All Other Job Search Svcs" may include one or a combination of post-assessment Job Club (Job Search Workshop), post-assessment Supervised Job Search, Unsupervised Job Search, Job Placement, Job Development or Employment Counseling.

7. Question:

Under Section C, Lines 3, 4, 5 and 6, what do we do for those registrants in the educational components where they are in school and are assigned to one of the components included in Section C, Line 13, during semester breaks and summer recess? Do we discontinue the status in Section C, Lines 3, 4, 5 or 6, when they are enrolled in Section C, Line 13? Do we then report them as Referred and Attended each time we send them back to a component in Section C, Lines 3, 4, 5 and 6?

Answer:

As long as a registrant continues to have a contract for an educational component (up to two years) and has not disenrolled, count the registrant in Section C, Lines 3, 4, 5 or 6 as well as in Section C, Line 13 while contracts for

those activities are in effect. Do not count another Referred/Attended cycle in Lines 3, 4, 5 or 6 when the semester break or summer recess ends and the registrant returns to the educational program. (Refer to the answer to Question 4 in Section B, C, and D.)

8. Question:

How do we treat a registrant in a Self-Initiated Program (SIP) in the same situation described in question 7 above, when there is a semester break or a summer recess?

Answer:

If a registrant is in SIP, show 1 Attended count in Section C, Line 15 at the start of the two year program. From then on the registrant will be assigned in Section C, Line 15 with no end code and reported in column 7 "End of Month" until the two year educational component is completed, the registrant is deferred, drops out or is deregistered from GAIN due to employment, etc. Do not report another attended count in Section C, Line 15 when the semester break or summer recess ends and the registrant returns to the educational program. (Refer to the answer to Question 4 in Section B, C, D.)

9. Question:

Can we make short term assignments to Section C, Line 13, components while a registrant is waiting to attend a different component?

Answer:

Yes. Report those registrants who are assigned to one of these components included in Section C, Line 13, regardless of how short term the assignment may be. In addition, those who are referred and comply with the requirement of Unsupervised Job Search should also be counted as attended.

10. Question:

Can we count someone who was assigned to Unsupervised Job Search if they did not sign a separate contract?

Answer:

No. Activities/components should not be assigned without a signed contract including interim Unsupervised Job Search. It is necessary to ensure that a valid agreement exists between the county and the participant.

11. Question:

How can we obtain the EOM count in column 7 when we become computerized?

Answer:

Report anyone who is shown as Attended in Section C or New This Month in Section E, but where no end or deferral code has been input into the system. If there is an end or deferral code, the registrant is no longer active in the component at the end of the month.

12. Where should we count GAIN registrants who are attending high school to obtain a diploma rather than a GED?

Answer:

Count the registrant in Section B, Line 5, "Basic Educ -GED".

13. Question:

Where do we count minor parents who volunteer for GAIN when both the minor parent and his/her infant are in foster care in the same group home?

Answer:

Count the minor parent(s) in the appropriate sections in the column "Vol FG/U" with a footnote indicating that minor parents in foster care are being reported in those counts.

Section E

1. Question:

After the deferral period is over, where do registrants come back into the reporting cycle?

Answer:

Report them in the component they are assigned to (e.g., Assessment, Job Club, etc.).

2. Question:

What if the registrant was deferred over six months (reported in Section E, Line 1), is reassessed, and is going to remain in deferral status?

Answer:

Report the registrant as continuing in the EOM status in Section E, Line 1. Do not show the registrant a second time in the New This Month column since there has been no break in the deferral status.

3. Question:

Can we show volunteers as registered in Section A and in Section E, Line 2, "Funding-Related Exclusions" if we cannot serve them due to inadequate funding?

Answer:

Yes.

4. Question:

When can we count a registrant in conciliation?

Answer:

Conciliation can be reported only when a registrant fails to participate in GAIN and a determination of "no good cause" has been made. If the registrant had good cause for failure to participate, then conciliation cannot be counted.

5. Question:

When can we count registrants in Money Management?

Answer:

Money Management can be counted only when the grant is paid to a substitute payee, through vendor payments, or both as specified in MPP Section 42-785. This will provide the number of registrants who, after going through the conciliation process and having knowledge that the next step is having their grant administered by a substitute payee, failed to follow their conciliation plan. Those registrants who do follow their plan are to be reported in their assigned components in Sections B & C of the report. Only those registrants whose checks were actually paid through vendor payments or to substitute payees are to be reported in Money Management.

Section F

1. Question:

Do we report all supportive services regardless of funding source that a GAIN registrant receives?

Answer:

No. Report only services paid by GAIN funds.

2. Question:

Our county issues bus passes to recipients and we do not have any paid data to report in Section F, Line 2. What can we do?

Answer:

In this situation, report the number of unduplicated individuals who received bus passes in lieu of reporting the number of paid cases.

Section G

1. Question:

How do we report Grant Reductions?

Answer:

Do not report Grant Reductions as described in ACL 88-97 on page 15.

Report Grant Reductions only for the first month in which net nonexempt earnings result in a Grant Reduction (typically the month in which earnings from a new job are deducted from the grant). Do not report subsequent months' net nonexempt earnings from the same job. The intention of this item is to capture as unduplicated a count as possible (however, if a registrant starts and stops more than one job per SFY, a count would be entered for the months in which the initial Grant Reductions first occur). Remember: If the Grant Reduction is verified following the month it actually occurred, it may be reported in the month of verification and no revised report is required.

All new jobs which result in a Grant Reduction should be reported including any part time jobs which result in a deferral.

2. Question:

The registrant is employed (in an unsubsidized job) and is placed in deferral status. Do we count them in Section G?

Answer:

Yes, but report all of the following:

- a. Report the registrant in Section A, Line 8, regardless of Grant Impact.
- B. Report the registrant in Section E, Line 1 (New This Month and End of Month thereafter).
- c. Report the registrant in Section G, Line 1, as a Grant Reduction (if there is a grant impact) per instruction in Section G, Question 1.

If the registrant was in preassessment Job Club or preassessment Job Search when employed, then the registrant would also be reported as completed in Section C.

3. Question:

When a registrant is in deferral status and obtains unsubsidized employment, do we report the employment?

Answer:

Yes. Report the employment in Section A, Line 8 and in Section G during the report month in which the grant is initially impacted.

4. Question:

What happens when the registrant gets a job of more than 30 hours per week and is deregistered?

Answer:

Report the employment in Section A, Line 8. Report the Grant Reduction per the instruction in Section G, Question 1 above or the Grant Termination in Section G as appropriate.

5. Question:

Do we continue to exclude cases closed by reason of either the 150%-of-need-standard limitation, or expiration of the four-month limit on earned income disregards as in the past?

Answer:

No. Report all Grant Terminations due to employment.

6. Question:

When a participant is in an AFDC Grant Diversion funded activity under the Work Supplementation Program (WSP), is a Grant Termination reported in Section G when the grant being paid directly to the family is stopped?

Answer:

Under WSP guidelines, even though there may be no AFDC grant payment made directly to the family, AFDC eligibility is frozen and grant funds are diverted to an employer to subsidize the participant's wages. Therefore, a grant termination should not be reported until both the AFDC grant payment made to the family and the grant diversion to the employer are terminated.

State-Only AFDC Cases

1. Question:

The GAIN registrant was reported on the GAIN 25 as Regular GAIN (Federally eligible AFDC) and has changed status to State-Only AFDC within the current SFY. How do we report this change in registrant status?

Answer:

Show as deregistered on the GAIN 25 for Regular GAIN (Fed AFDC), and report as a reregistrant in Section A, Line 3 on the GAIN 25 for State-Only AFDC, following the guidelines as noted in Section A, Question 3.

2. Question:

The registrant was in deferred status on the GAIN 25 for State-Only AFDC, and becomes federally eligible for AFDC during the current SFY. How do we report this change in registrant status?

Answer:

Show as deregistered on the GAIN 25 for State-Only AFDC, and report as a reregistrant in Section A, Line 3 of the GAIN 25 for Regular GAIN (Fed AFDC), following the guidelines in Section A, Question 3 .